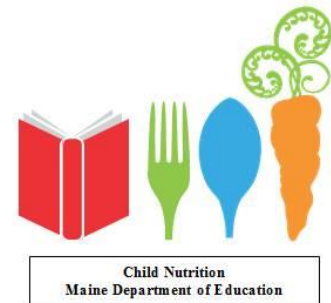


Administrative Review Training

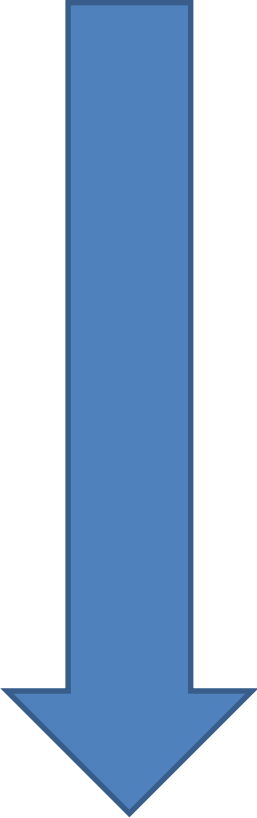
Maine Department of Education
Child Nutrition Team
September 17, 2019

Reviews

- We are now on a 5 year cycle
- Federally Required Reviews
 - Administrative Review
 - Procurement Review
- Both reviews are done during the same year
- Follow-up reviews may take place as necessary



Review Timeline



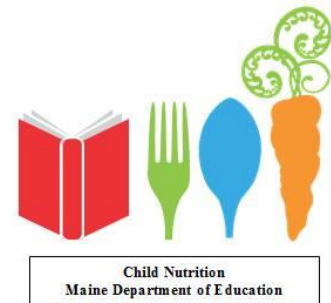
Letter notifying superintendent
Email director with review details
Submit off-site documentation
Pre-review phone call
On-site review/Exit conference
Review report/Corrective action form
SFA response to corrective action
Final letter to close review



Off-site Paperwork

Required documents:

- Online Off-site Assessment Tool via CNPWeb
- Pre-visit Information Packet



Child Nutrition Website

Administrative and Procurement Reviews

The Administrative Review and Procurement Reviews are now on a five year cycle and conducted concurrently. Follow-up reviews and high risk districts reviews may be necessary in addition to the five year cycle.

SY 2020 Review Schedule

Please see the [School Review Schedule SY 2020](#) (pdf) to mark your calendar and use the following documents to prepare for the review process.

NOTE: Due to findings, complaints, or other information provided to the state agency additional reviews may be added.

Required Documents to Submit for the Administrative Review

Beginning SY20 Child Nutrition will be implementing a new online review process using CNP Web; <https://www.cnpwebsite.com/Maine/Login>. The Off-Site Tool and Corrective Action will be completed using this system. User names are first initial and last name all lowercase (aackroyd) and the password at first login is "Password1". After the first login, you will be prompted to change your password. If you are unable to login, please contact Nanci at nanci.kittredge@maine.gov. Below is an *Administrative Review Quick Guide* with directions and screenshots on how to use this new tool.

- [CNP Web Administrative Review Quick Guide for SFAs](#)
- [SY 2020 Administrative Review Pre-Visit Information Packet](#) (doc)

Required Document to Submit for the Procurement Review

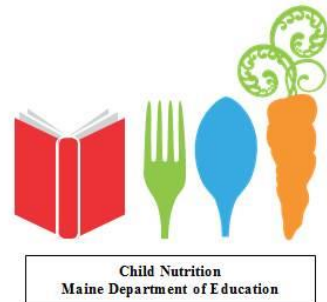
- [SY 2020 SFA Procurement Review Packet](#)
- SY 2019 Vendor Paid list for the School Nutrition Department
- The District/School Nutrition Department's Procurement Code of Conduct
- The District/School Nutrition Department's Procurement Procedures
- [Sample Procurement Procedures and Code of Conduct Template](#) (doc)

The following information will be requested after the above documents have been reviewed:



CNPWeb

- [CNPweb](#) is the new Administrative Review Software
- It replaces the traditional off-site tool
- User Name: first initial last name (Jane Doe = jdoe)
- Password upon first login: Password1
- Contact reviewer if it does not work



CNPweb

Welcome to 



Child and Adult Care Food Program

Sign In

Enter User Id:

Enter Password:

Login

<https://www.cnpwebsite.com/Maine/Login>



Child Nutrition
Maine Department of Education

On Site Sample Schedule For Two Day Review

Day One

- Arrive at Director's office and review applications, verification & paperwork
- Prior to lunch service, arrive at the kitchen to observe documents, production, and meal service
- Verify accountability
- Continue review of paperwork
- Review Afterschool Snack if applicable

Day Two

- Arrive at second school and observe breakfast
- Review financials and finish paperwork
- Review FFVP if applicable
- Observe lunch at second school
- Exit interview with superintendent/designee



Review Areas

- Meal Access & Reimbursement*
 - Performance Standard 1
- Meal Pattern & Nutritional Quality*
 - Performance Standard 2
- Resource Management
- General Program Compliance
- Other Federal Program Reviews



**Fiscal
Action**



PS1: Meal Access & Reimbursement

Certification & Benefit Issuance

Verification

Meal Counting & Claiming

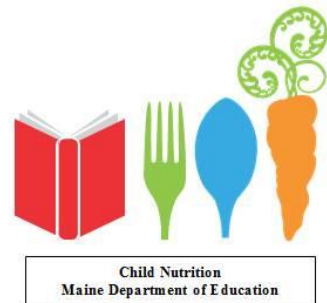
*Verifying that meals claimed for reimbursement
were served only to eligible students.*



PS1: Meal Access & Reimbursement

Certification & Benefit Issuance:

Reviewing the certification of meal benefits to ensure eligible students receive the benefits for which they are entitled and the claims for federal reimbursement are valid



Question

How long does the applications approval process take from the date the SFA receives the application from the household?

Certification and Benefit Issuance

Off-site



On-site

- Answer questions in Off-site Assessment
- Send benefit issuance file (Excel)
- Send additional documentation

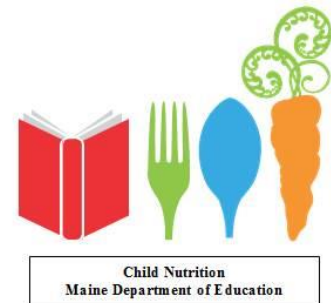
- Review student eligibility documents
 - Applications
 - DC lists
 - Letters
- Review denied applications



Benefit Issuance Documentation

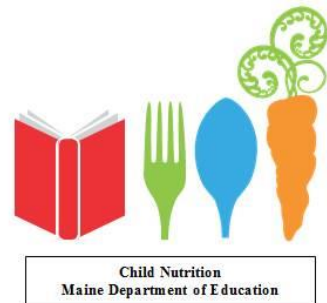
Electronic list (Excel) of all free and reduced priced students in the district

- Do not include withdrawn or paid students
- List to be pulled from the Point of Service (POS)
- List should be pulled during the Review Period/Review Month



Benefit Issuance Documentation

- Student Name
- Eligibility Status
- Method of approval (Income, Foster, DC, ...)
- Date of approval
- School



Off-site Benefit Issuance Documentation

Sample Benefit Issuance List

Student Name	Benefit Status	Method of Certification	School Name	Approval Date
Walter Beesley	F	DC	Smith ES	9/2/2015
David Hartley	R	Income Application	Harrison MS	8/30/2015
Sarah Platt	F	SNAP Application	Jones HS	9/10/2015
Gail Lombardi	F	Foster	Jones HS	9/2/2015



On-site Benefit Issuance Documentation

- Approved meal benefit applications
 - How do you sort and store applications?
- Denied meal benefit applications
- Direct certification lists
- Homeless/Migrant/Head Start lists
 - New application has check box for Homeless/Migrant.



Question

- How are eligibility determinations transferred to the benefit issuance document?

Question

- How are benefit issuance document(s) transferred to the point of service system?

Common Review Findings

- ✓ 30 day carryover not implemented correctly
- ✓ Incomplete Applications
- ✓ Miscategorized Applications- math errors
- ✓ Incorrect SNAP/TANF number
 - ✓ Format must be 8 digit plus letter
- ✓ Missing documentation (Keep ALL DC lists)
- ✓ Not converting to annual income when different frequencies of income are reported
- ✓ Incorrect non-discrimination statement on letter sent home

\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$



Verification

Off-site

- Answer questions in Off-site Assessment



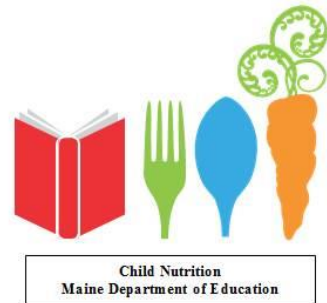
On-site

- Review:
 - Verified Applications
 - Tracking documentation
 - Letters
 - Income documentation



Verification

- Was it completed on time?
- Used correct method (error prone)
- Compare verification report to documentation
- Follow-ups were made (use tracking form)
- Notification letter met standards
- Copies of all correspondence kept
- Eligibility status changes



Verification

Internal Use Only

HOUSEHOLD FILE CONTROL FORM

Head of Household Name: _____

Date Selected: _____ Notification Sent: _____

Response Due: _____ Second Notice Sent: _____

Response Due: _____ Missing Information: _____

DOCUMENT ALL TELEPHONE CONTACTS ON REVERSE SIDE OF THIS PAGE.

Date Reduction/Termination Notice Sent: _____

Food Stamp/TANF Household Income Household: \$ _____ Monthly

Confirmed By - Confirmed by -

☐ Predetermined Eligibility List ☐ Wage stubs

☐ Food Stamp/TANF Office ☐ Written documents (Explain below)

☐ ATP Card ☐ Collateral Contacts (Explain below)

☐ Other: _____ ☐ Agency Records

☐ Eligibility not confirmed ☐ Other: _____

Explanation: _____

Verification Result:

☐ No Change ☐ Reduced to Free ☐ Free to Reduced ☐ Ineligible

Reason For Change: ☐ High Income ☐ Refused to Cooperate
 ☐ Food Stamp/TANF Eligibility Not Confirmed
 ☐ Other - include self denial

Signature of Verifying Official: _____

Date: _____

Verification Notification and Tracking Forms

<https://www.maine.gov/doe/schools/nutrition/studenteligibility>



Common Verification Errors

- ✓ Did not use the correct method
 - Must be error prone unless receive permission
 - Mark the Error prone applications when approving
- ✓ Incorrect sample size- double check the math!
 - A family application who is on direct cert is NOT included in the number of applications
- ✓ Not following timeline protocol
- ✓ Eligibility changes not made timely
- ✓ Incorrect math used with paystub



Meal Counting and Claiming

Off-site

- Complete & review questions in Off-site Assessment Tool
- Review Claim from the *Review Period*



On-site

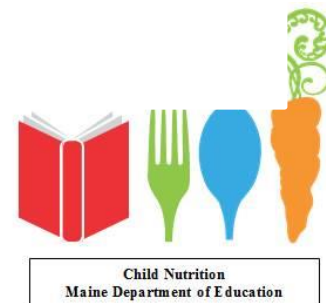
- Review meal counts by day for review month
- Review *edit checks*
- Observe POS procedures
- Meal counts for day of review



PS1: Meal Access & Reimbursement

Meal Counting & Claiming

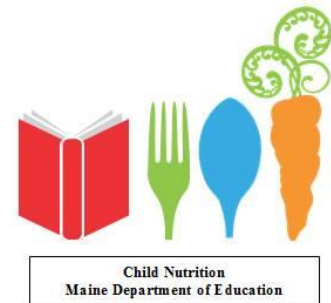
- Electronic or Manual System
- A point of service system that accurately counts reimbursable meals by category (F/R/P) at each school
- Reimbursable meals were consolidated accurately at each school and at the SFA
- Correct meal counts were used in the Claim for Reimbursement



Meal Counting and Claiming

Off-Site Questions

- What type of back-up system is in place?
- How often are cashiers and substitute cashiers trained?
- At the end of meal service, how does the SFA obtain meal counts by category from the POS?



Meal Counting and Claiming

Off-Site Questions

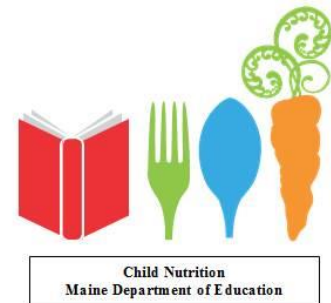
- Offer versus Serve
- Incomplete Meals
- Second Meals
- Visiting Student Meals
- Adult/Non-student Meals
- Student Worker Meals
- A la carte Sales
- Field Trips
- Lost/forgotten IDs/Tickets
- Charging/Pre-paid Meals
- Students without funds
- New students without approved benefits



Meal Counting and Claiming

Off-Site Questions

- What internal controls are in place to ensure meal counts do not exceed enrollment or attendance adjusted enrollment?



Edit Checks

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
5	Eligible Free:	176	Eligible Reduced:	35	Attendance Factor:	95%							Elementary	95%		
6													Secondary	93%		
7																
8	YEAR	STUDENT LUNCH/EDIT CHECKS						ADULT LUNCHES			TOTAL	PRE K/K MILK PROGRAM			COMMENTS	
9		Maximum	168	Maximum	34			TOTAL					ELIGIBLE			
10	MONTH	Free:		Reduced:				MEALS TO	ADULT	ALL			FREE			
11		WORKERS		WORKERS		PAID	PAID	CHILDREN	WORKERS	ADULTS	MEAL	MILK				
12		FREE	FREE	REDUCED	REDUCED	PAID	PAID	CHILDREN	WORKERS	ADULTS	COUNT	SERVED	FREE	PAID	ADULT	
13	DATE															
15	08/30/17	125	0	22	0	50	0	197	2	4	203					
16	08/31/17	110	0	23	0	55	0	188	2	3	193					
17	09/01/17	136	0	25	0	53	0	214	2	3	219					
18	09/05/17	135	0	21	0	59	0	215	2	4	221					
19	09/06/17	127	0	21	0	62	0	210	2	4	216					
20	09/07/17	160	0	22	0	51	0	233	2	4	239					
21	09/08/17	155	0	25	0	50	0	230	2	3	235					
22	09/11/17	153	0	27	0	49	0	229	2	1	232					
23	09/12/17	157	0	20	0	55	0	232	2	4	238					
24	09/13/17	132	0	29	0	53	0	214	2	5	221					
25	09/14/17	169	0	29	0	52	0	250	2	4	256					
26	09/15/17	152	0	30	0	59	0	241	2	4	247					
27	09/18/17	200	0	33	0	62	0	295	2	6	303					
28	09/19/17	136	0	34	0	63	0	233	2	4	239					
29	09/20/17	135	0	26	0	65	0	226	2	3	231					
30	09/21/17	127	0	35	0	57	0	219	2	1	222					
31	09/22/17	160	0	33	0	52	0	245	2	2	249					
32	09/25/17	155	0	27	0	51	0	233	2	4	239					
33	09/26/17	153	0	20	0	56	0	229	2	4	235					
34	09/27/17	157	0	29	0	59	0	245	2	5	252					
35	09/28/17	132	0	29	0	60	0	221	2	3	226					
36	09/29/17	169	0	30	0	61	0	260	2	2	264					
37								0			0					
38	TOTALS:	3235	0	590	0	1234	0	5059	44	77	5180	0	0	0	0	



Meal Counting and Claiming

On-Site Procedures

- Validating information on SFA-SA Agreement
- Validate Claim for Reimbursement
- Observe POS Procedures
 - Oversight at POS ensuring accurate meal counts
 - Eligibility Category
 - Without Overt Identification
 - Alternate serving locations (classroom)



Meal Counting & Claiming: Common Findings

- Inaccurate meal counts on the claim
- Lack of training for person at POS
- Alternate serving locations (Pre-K meals or Breakfast in the Classroom)
 - Train teachers
 - Consistent monitoring to ensure requirements are being followed



Meal Counting and Claiming

Corrective Action

- Describe in detail how the finding was corrected
- Fiscal Action for inaccurate meal counts

\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$



PS2: Meal Pattern & Nutritional Quality

Meal Components & Quantities

Offer vs. Serve

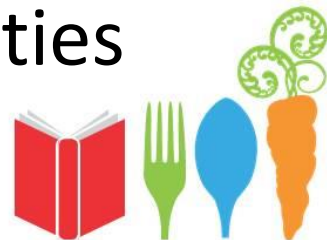
Dietary Specifications & Nutrient Analysis



PS2: Meal Pattern & Nutritional Quality

SFAs agree to:

- Offer students the required meal components in the required quantities
- Allow students to select required meal components on all reimbursable lines
- Record/claim only those meals that contain required components in required quantities



PS2: Meal Pattern & Nutritional Quality

Off-site



On-site

SFA will send:

- Menus
- Completed production records
- Component crediting documentation
- Recipes, labels, etc.

- Observe breakfast & lunch preparation
- Observe breakfast & lunch service
- Validate the off-site review

Reviewer:

- Meal Compliance Tool



Meal Components & Quantities

Off-Site: Documentation

- Menu (breakfast, lunch)
- Production Records (complete)
- Standardized Recipes – food component contribution, ingredients, serving size, yield
- Crediting Information
 - Nutrition Labels (ingredients and nutrition facts)
 - Child Nutrition (CN) Labels
 - Manufacturer's Product Formulation Statements
- Review before submitting – can you determine how everything credits?
- Submit by deadline to reviewer



Meal Components & Quantities

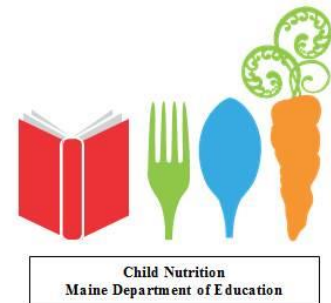
Off-Site: Documentation

Organize documentation in order by day

Monday's Menu: *Breaded Chicken Patty on a WG Bun, Broccoli, Carrot Sticks, Strawberry Cup, Milk Choice*

Folder should contain:

- Completed PR from Monday
- Product documentation including:
 - CN label for Chicken Patty
 - Ingredient & nutrition facts label for the roll
 - Indication of serving size on PR for fruits & vegetables
 - Labels for milk



Sample Complete Production Record

Lunch Production Record																										
Date: <u>9 / 27 / 2015</u> Preparation Site: <u>DOE High School</u> OvS: Yes <u>X</u> No <u> </u> Grades <u>9-12</u>			Menu: Shepherd's Pie w/ WG Biscuit or Deli Bar Salad Bar Grapes Mixed fruit Milk Variety										LUNCH TOTALS <table border="1"> <tr> <th></th> <th>MEALS PLANNED</th> <th>MEALS SERVED</th> </tr> <tr> <td>STUDENT MEALS</td> <td></td> <td></td> </tr> <tr> <td>ADULT MEALS</td> <td></td> <td></td> </tr> <tr> <td>TOTAL MEALS</td> <td></td> <td></td> </tr> </table>			MEALS PLANNED	MEALS SERVED	STUDENT MEALS			ADULT MEALS			TOTAL MEALS		
	MEALS PLANNED	MEALS SERVED																								
STUDENT MEALS																										
ADULT MEALS																										
TOTAL MEALS																										
MENU ITEMS AND CONDIMENTS	RECIPE OR PRODUCT (Name or #)	SERVING SIZE/UTENSIL	TEMPS		COMPONENT CONTRIBUTIONS									ACTUAL SERVINGS		AMOUNT LEFTOVER	PRODUCTION NOTES									
			After Cook	Start of Service	Meat/MA	Grain/ Bread	Fruit	Dark Green Vegetables	Red/Orange Vegetables	Legumes	Starchy Vegetables	Other Veg	Total Vegetables	Student	Adult/ A la Carte											
Deli Bar:																										
Sliced Ham	USDA	1.22 oz			1												Sandwiches with no cheese (meat)									
Sliced Turkey	USDA	1.6 oz			1												get double meat (cheese).									
American Cheese	USDA, .5 oz ea	2 slices			1																					
Provolone Cheese	Cheese Head, 1 oz	1 slice			1																					
WG Sandwich Bread	CK #546, 28g/slice	2 slices				2																				
WG Sub Roll	CK #269, 70g ea	1 ea				2.5																				
WG Wrap, 10"	Wrappv, 56g	1 ea				2																				
Shepherd's Pie	USDA D-43	1 piece			2							¾ c	¾ c													
WG Biscuit	Pby, #5495	1 each				2																				
Salad Bar	SB recipe #1	1 Cup						.5	.5	.5	.5	.5	2.5													
Mixed fruit, canned	USDA	½ cup					.5																			
Grapes, fresh	Apple Farm	¾ c					.5										~14 = ½ cup									
Salad Dressing, lf	Recipe #102	2T																								
Minimum Daily Lunch Component Totals					2	2	1	.5	.5	.5	.5	.5	2.5	Notes: This is a sample production record that a Director would give to kitchen staff to complete on the day of service.												
Weekly component Totals																										



On-Site: Meal Components & Quantities

Meal Observation – Day of Review

Prior to Meal Service

- Will the meal pattern be met?
- Review menu & production records
- Review 'general areas'

During Meal Service

- Observe POS
- Checking that meals claimed are done so correctly

After Meal Service

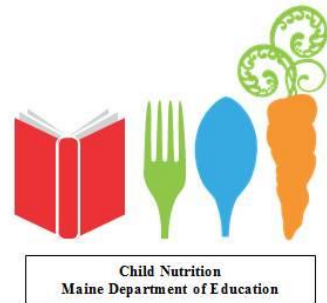
- Obtain meal counts by eligibility



Meal Components and Quantities

Offer Versus Serve

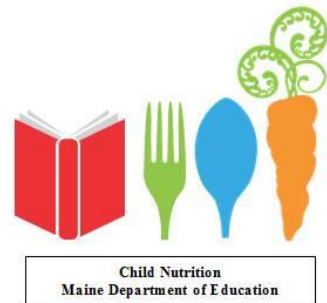
- Signage explaining how to select a reimbursable meal – include requirement to select $\frac{1}{2}$ cup f/v
- Staff at POS trained and able to recognize a reimbursable meal



Meal Components and Quantities

Dietary Specifications & Nutrient Analysis

- Dietary Specifications Tool (SFA)
- Determines if Nutrient Analysis is necessary
- Based on menu documentation submitted and on-site observation (reviewer)



Meal Components & Quantities

Common Findings

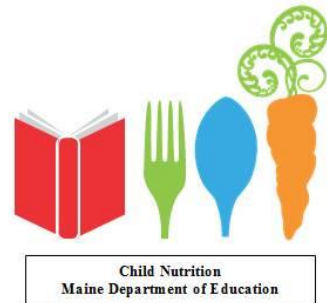
- ✓ Insufficient quantities of a component offered
- ✓ Missing meal components
- ✓ OvS not implemented correctly
- ✓ Unallowable milk substitutions
- ✓ Incomplete production records
- ✓ Lack of Standardized Recipes
- ✓ Field Trip/Bag Lunches – accountability & meal pattern



Meal Components & Quantities

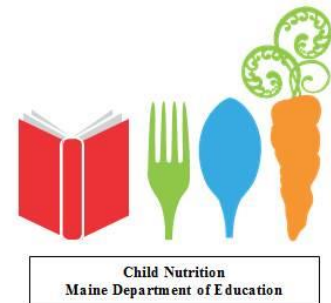
Corrective Action

- Describe in detail how the finding was corrected
- Attach Documentation
- Fiscal Action for missing meal components and some repeat violations



Recommendations

- ✓ Check menu & production records
 - ✓ Daily/weekly minimums
- ✓ Credit components correctly
- ✓ Observe meal service
 - ✓ Is the kitchen following the meal as planned?
 - ✓ Can staff accurately identify a reimbursable meal at the POS?
- ✓ Plan a 2 G/2 M/MA every day



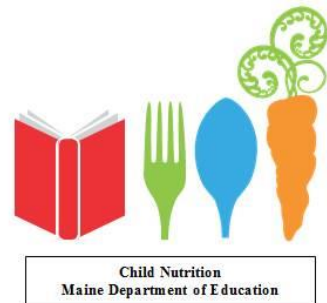
Water

- Free, potable water must be available to students
 - Breakfast
 - Lunch



Production Record Activity

You are the reviewer for DOE school. They have submitted their production records, recipes and food labels as part of the Off-site assessment packet. Use this information to answer the questions below.



Resource Management

Maintenance of the non-profit school food
service account

Paid Lunch Equity

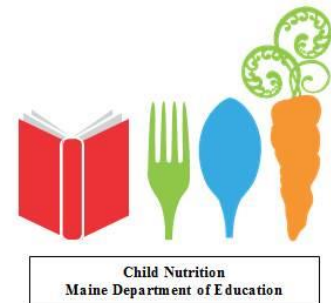
Revenue from Non-program Foods

Indirect Costs



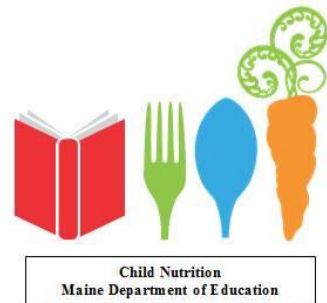
Maintenance of Non-Profit School Food Service Account

- Only allowable costs are charged to the food service account
- Documentation of program revenues and expenses
 - Income and expense detail report
 - Sample of invoices/timecards



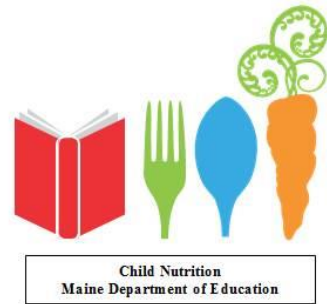
Paid Lunch Equity

- Was the paid lunch equity tool completed correctly?
- Was the minimum weighted average price charged?
- Did the SFA use non-federal funds?
 - If so, need to do more in depth review in this area



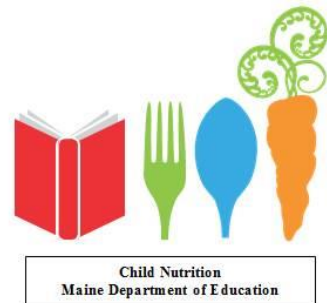
Revenue from Non-Program Foods

- Applies to: a la carte, catering (within the school or outside organizations), vending, school stores, adult meals, etc.
- What is the procedure and controls for ensuring all revenue is deposited into the food service account?



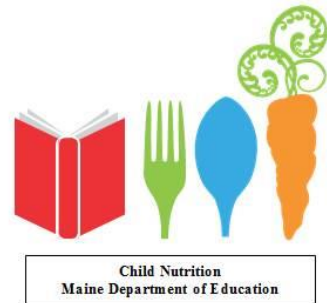
Adult Meals & Pricing

- Price must be greater than per meal cost
 - If not, difference must be offset by non-federal funds (i.e. town support, general fund)
- Only food service staff may receive free meals



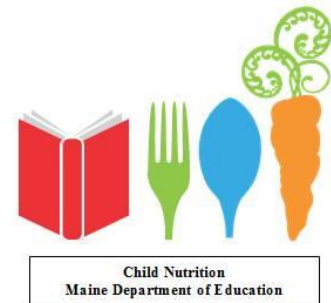
Indirect Costs

- Cannot charge indirect costs to food service program without prior approval.
- Includes:
 - Utilities (propane) unless separate meter
 - Percentage of staff time to food service account
 - i.e. custodian, van driver



Common Findings

- Paid lunch equity tool not done correctly
- Not reporting costs accurately
- Propane, utilities (indirect costs) charged to program
- A la Carte losing money



General Program Compliance

1. Civil Rights
2. Food Safety
3. Local Wellness Policy
4. Smart Snacks Competitive Foods
5. SFA On-site monitoring
6. Reporting and Recordkeeping
7. Professional Standards
8. Other Program Reviews (FFVP, ASSP, SMP)



Civil Rights

First item we look for
and so should you...

- Posted where your customers can see it
- Make sure you have the newest copy!



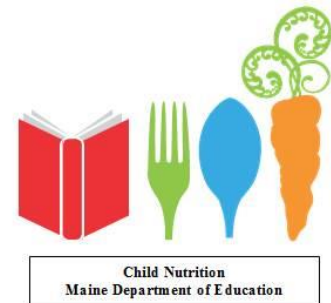
Civil Rights

- “And Justice for All” poster
- Non-discrimination statement
 - Need permission to use short statement
- Procedures for receiving and processing civil rights complaints within FNS programs
- Documentation for annual civil rights training for staff
- Accommodating students with special dietary needs



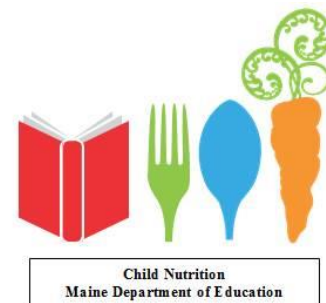
General Program Compliance

Food Safety



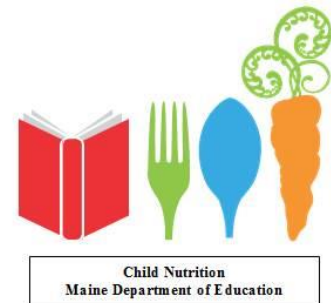
On-Site Documentation

- Food Safety Plan (SOP's):
 - Should be customized for each site
 - Customizable sample from ICN (NFSMI)
- Recordkeeping: Temperature logs, calibration logs
- Certified Food Protection Manager (ServSafe)



On-Site Documentation

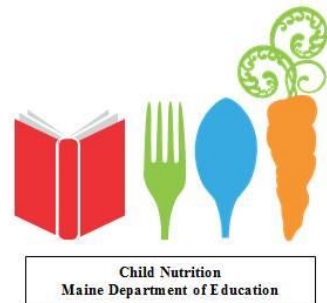
- Health Inspections
 - Must post recent health inspection in visible location (post a copy, not the original)
 - Keep on file old health inspections
 - USDA requires two per year.



On-Site Observations

Kitchen & Storage areas

- Proper personal hygiene- refer to SOP
- Cleaning/sanitizing procedures
- Food stored 6 inches off the floor
- Ghost trays - are required by DOE



Local Wellness Policy

Off-site



On-site

- Off-site Assessment Tool: #1000-1006
- Submit copy of current wellness policy or link to policy on district website

- Validate policy is implemented



Local Wellness Policy (LWP)

- Each local educational agency that participates in the National School Lunch Program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction
- Ensuring the required elements are in place is part of the review process
 - If not, corrective action is needed



Does Your Wellness Policy Measure Up?

- Where can the policy be found?
 - *Must be available for public view*
 - Example: Website
 - When was last updated/assessed?
 - *Policies must be assessed every three years*
- For:
- Compliance with the wellness policy
 - Progress towards meeting goals



Does Your Wellness Policy Measure Up?

- Measurable goals for:
 - *Nutrition Promotion*
 - *Nutrition Education*
 - *Physical Activity*
 - *Other school-based activities to promote student wellness*
- Nutrition guidelines for all foods and beverages available, including
 - Food Items sold to students meet Smart Snacks standards
 - Addresses foods and beverages not sold to students during the school day (e.g. classroom parties and rewards)



Does Your Wellness Policy Measure Up?

The Wellness Policy must address food and beverage marketing.

Brand-specific advertising of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting standards for sale (Smart Snacks) or distribution on school grounds in accordance with rules adopted under subsection 2. For the purposes of this subsection, "advertising" does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.



Does Your Wellness Policy Measure Up?

-Have a team in place for the development, implementation, review of the policy.

The team may include:

Parents

School Food Service

Administrators

Students

Health Professionals

School Board members

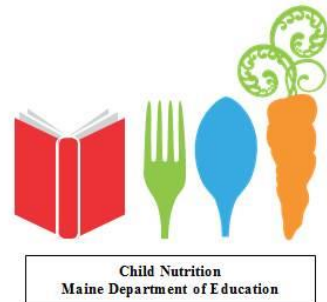
-Designate one school official to ensure the district complies with the wellness policy



Does Your Wellness Policy Measure Up?

Finally!

- Inform and update the public on the content and implementation, including progress made in meeting the goals of the policy.
 - Examples: school board meetings, website



LWP Resources

- MSMA sample wellness policy
- Wellness policy checklist- Does your wellness policy measure up?

Does Your Wellness Policy Measure Up?

A local school wellness policy is a written document that guides a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn. This optional checklist can be used to review and update your district's wellness policy to ensure it meets all requirements as written in *section 204 of Public Law 111-296 Local School Wellness Policy Implementation*.

- ☐ District has a current wellness policy. It can be found online at: _____
- ☐ Date it was last updated: _____
- ☐ Wellness policy includes measurable goals for:
 - o **nutrition promotion**
 - o **nutrition education**
 - o **physical activity**
 - o other school-based activities to promote **student wellness**
 - o **nutrition guidelines** for all foods and beverages available during the school day including
 - Smart Snacks in School* nutrition standards for items **sold** to students.
 - Policies for foods and beverages, not sold to students, but available throughout the school day (e.g. classroom parties, foods given as reward, classroom snacks, etc.).
- ☐ Wellness policy addresses **food and beverage marketing**. Maine State statute is as follows:
§6662. Foods outside school meal program
3. Food and beverage advertising. Brand-specific advertising of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting standards for sale or distribution on school grounds in accordance with rules adopted under subsection 2.
For the purposes of this subsection, "advertising" does not include advertising on broadcast



Smart Snacks/Competitive Foods


Standards that pertains to any food and beverage sold to students at school during the school day.

Including:

- a' la carte items
- vending machines
- school store



Smart Snacks

 Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

MENU

A Guide to Smart Snacks in School


HOME > TEAM NUTRITION

Resource Type

Nutrition Education

Resource Materials

PDF

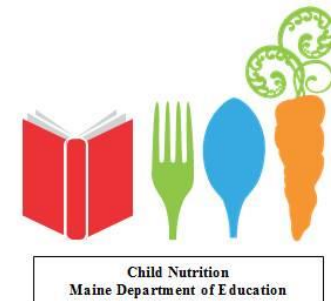


This publication, A Guide to Smart Snacks in School, was updated for School Year 2019–2020. It is a helpful resource for anyone managing school vending machines, fundraisers, or snack bars to better understand the Smart Snacks standards.

Publication date: July 2018. Slightly revised July 2019.

Availability: Download [\[PDF\]](#) [\[Order in Print\]](#) Printed materials are available only to schools, childcare providers and summer meal programs participating in one of USDA's child nutrition

- USDA – Guide to Smart Snacks in School
- <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>



Smart Snacks Standards for Snacks and Entrée's

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less



Beverages

What are the Smart Snacks Standards for Beverages?

Water



Plain, with or without carbonation

No Limit

Milk

Unflavored low-fat, unflavored fat-free, or flavored fat-free milk; milk alternatives as permitted by the National School Lunch Program/School Breakfast Program



Elementary School



Middle School



High School

Juice

100% fruit or vegetable juice, with or without carbonation



Remember:
Sizes differ by grade grouping

Elementary
Middle
High School

With the exception of plain water –
w/without carbonation, there is no
size limit no size limit



Child Nutrition
Maine Department of Education

Low- and No-Calorie Beverages (High School Only)

Low- and no-calorie beverages, with or without caffeine and/or carbonation; calorie-free, flavored water



“Lower Calorie” Maximum 40 calories/8 fl oz. Maximum 60 calories/12 fl oz. (Equivalent to 5 calories per fluid ounce).

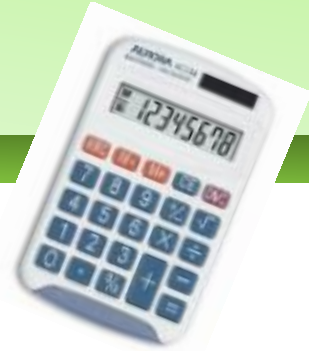


“No Calorie” Less than 5 calories/8 fl oz. Maximum 10 calories/20 fl oz.



Alliance for a Healthier Generation

Web Resources



Smart Snacks Calculator

(<https://foodplanner.healthiergeneration.org/calculator/>)

List of foods that have been predetermined Smart Snacks compliant.

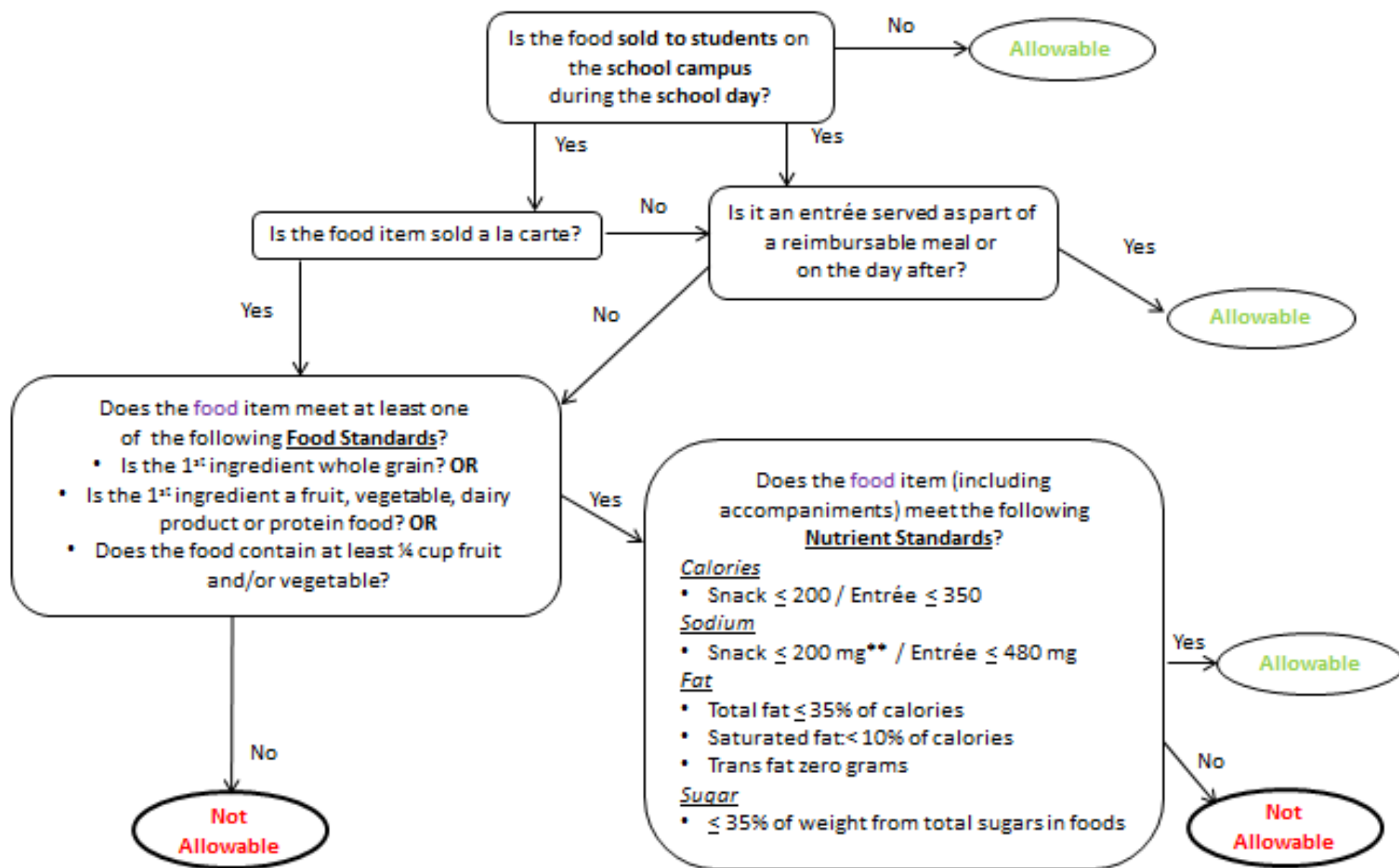
<https://foodplanner.healthiergeneration.org/products>)



Child Nutrition
Maine Department of Education

Smart Snacks in School

Foods Flowchart



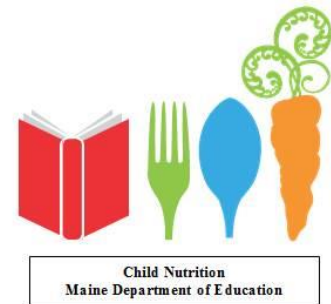
NUTRIGRAIN



Kellogg's® Nutri-Grain® Soft
Baked Breakfast Bars Strawberry

Serving size **37g**
Calories: **120**
Total Fat: **3g**
Saturated Fat: **.5**
Trans: **0g**
Sodium: **125mg**
Sugar: **11g**

Whole Grain Oats, Enriched Flour,
Whole Wheat Flour, Vegetable Oil,
Sugar,



NUTRIGRAIN

My Product is a ...

- ☒ a) **Snack** 
- ☐ b) **Side** 
- ☐ c) **Entree** 
- ☐ d) **Beverage** 






Serving size **37g**
Calories: **120**
Total Fat: **3g**
Saturated Fat: **.5**
Trans: **0g**
Sodium: **125mg**
Sugar: **11g**

**Whole Grain Oats, Enriched Flour,
Whole Wheat Flour, Vegetable Oil,
Sugar,**



NUTRIGRAIN

Is the first ingredient* of your product a ...

- ☐ a) Fruit 
- ☐ b) Vegetable 
- ☐ c) Dairy 
- ☐ d) Protein food 
- ☒ e) Whole Grain 
- ☐ f) None of the above

Serving size 37g
Calories: 120
Total Fat: 3g
Saturated Fat: .5
Trans: 0g
Sodium: 125mg
Sugar: 11g

Whole Grain Oats, Enriched Flour,
Whole Wheat Flour, Vegetable Oil,
Sugar,



NUTRIGRAIN

Nutrition Facts

Serving Size oz (about g) ⓘ

Servings Per Container

Amount Per Serving

Calories

Calories from Fat

Total Fat (g)

Saturated Fat (g)

Trans Fat (g)

Sodium (mg)

Carbohydrates

Sugars (g)

Serving size **37g**

Calories: **120**

Total Fat: **3g**

Saturated Fat: **.5**

Trans: **0g**

Sodium: **125mg**

Sugar: **11g**



NUTRIGRAIN

✓ **Your product is compliant!**

Your whole grain product meets all nutrient standards for entrees or snack foods.

Brand

Serving Size

37.00 g

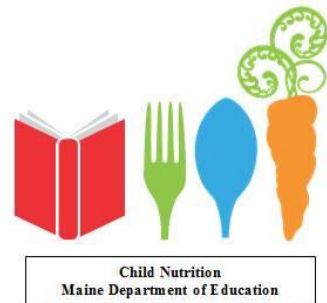
Product

First Ingredient



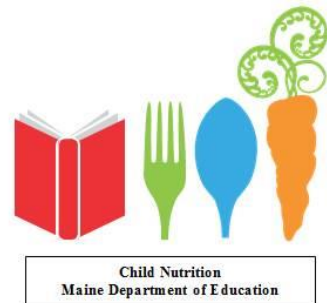
Common Findings

- Mixed grade schools – must follow most restrictive guidelines
- Non-compliant products
- Documentation that products are compliant
- Calories not posted at point of decision



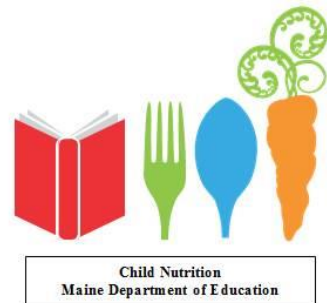
SFA On-Site Monitoring

- Review of the counting and claiming system
- For districts with 2 or more schools
 - 50% of the schools that operate SBP
 - All sites with NSLP
- Prior to Feb 1st
- Implement any needed corrective action
- Sample form available on our website
 - Do not submit to DOE, maintain on file.



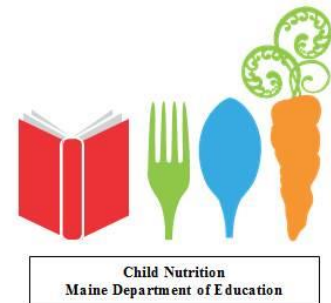
After School Snack Service

- Completed twice a year.
 - First 4 weeks of program
 - 2nd review during the school year
- Completed during the Service



Fresh Fruit and Vegetable Program

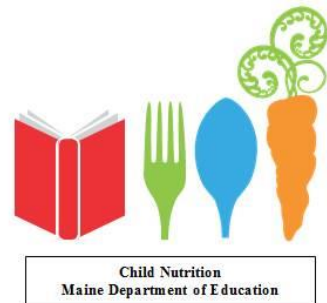
- Completed by February 1st each school year
- Completed for each site operating.



Reporting and Record Keeping

Records must be kept for 3 years plus current!
(menus, production records, student applications...)

Financial records must be kept for 7 years



Professional Standards

Hiring and training standards to ensure that school nutrition program personnel have the knowledge and skills to manage and operate the programs successfully.

- How is staff training being tracked?
- Is it in relevant areas?
- Are there other school staff that assist the school nutrition program?



Professional Standards

Off-site



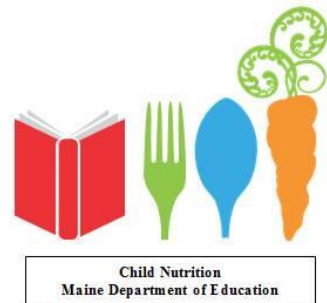
On-site

- List of employees paid by the SN Account
- # hours worked
- Summary of training to date
- Plan for the year

- Validate training documentation for current/prior year

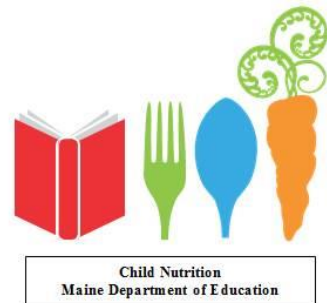
Other Program Reviews

- School Breakfast Program
- Fresh Fruit & Vegetable Program
- Afterschool Snack Program
- Special Milk Program



School Breakfast Program

- At the beginning of each school year, notification to households that this program is available.
- Review of offsite paperwork
- Onsite observation
 - Meal offered
 - Accountability



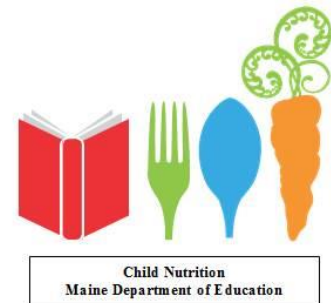
Fresh Fruit and Vegetable Program

- Determine if FFVP guidelines are met
- Documentation is kept- invoices
- Widely publicized in school
- Food safety & sanitation
 - How are leftovers handled?
- Are you budgeting properly?
 - Visit our FFVP reports in NEO



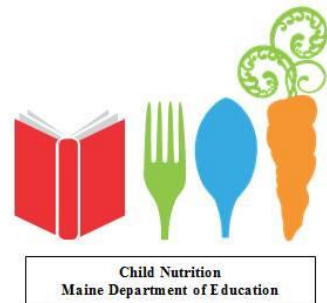
After School Snack Program

- Train staff that are overseeing the program and follow up
- Accountability is taken once snack is received
 - 2 different components = 1 snack
- Fruit/Vegetable offered is $\frac{3}{4}$ cup serving
- Self-Review twice a year
 - First 4 weeks
 - Prior to end of school year
 - Document



Special Milk Program

- Available only to half- day Pre-K and K who do not have access to breakfast or lunch
- Eligibility documentation must be kept
- Checklist by name if not all students qualify as free
 - Track number of free and paid milks



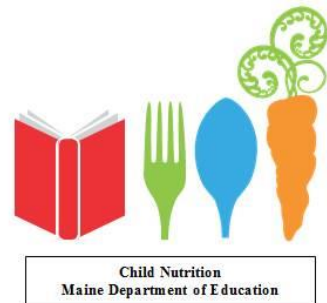
Post Review Activities

- Exit Conference with Superintendent/Designee
 - Corrective Action Plan
 - Potential fiscal action
- Administrative Review Report & Corrective Action form sent
 - Emailed to superintendent & FS director
 - Mail a hard copy



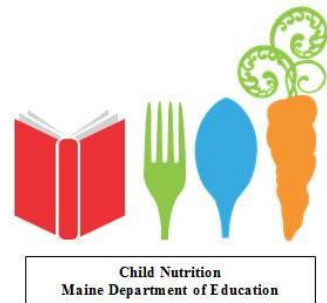
Corrective Action

- Any findings will result in corrective action
- SFA submits corrective action form outlining steps to correct issue in the future:
 - To be submitted by deadline
 - Signed by Superintendent



Corrective Action & Final Letter

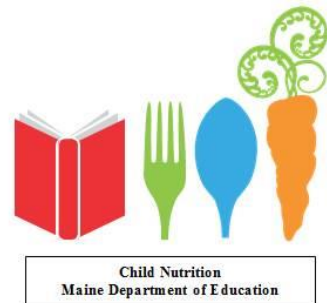
- State Agency reviews submitted corrective action
 - Is it complete?
 - Does it resolve the identified finding/s?
- If sufficient, a final letter sent to close review



Fiscal Action

What is fiscal action?

- Recovery of overpayment
 - Disallowance of meals
-
- Assessed for meal application/benefit issuance errors and missing meal components



Repeat Findings

- State Agency must assess fiscal action:
 - Missing vegetable subgroups over the course of the week
 - Only one type of milk is offered
 - Missing meal component
- State Agency may assess fiscal action:
 - Insufficient food quantities and/or whole grain foods



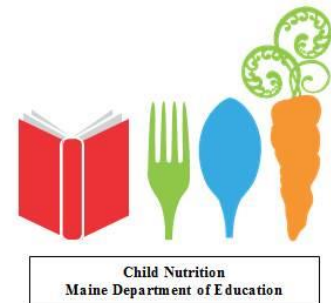
Resources

Admin Review Checklist

Child Nutrition website- Review Information

<https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>

DOE Staff- David, Adriane, Sarah, Stephanie, Michele and Kate



Questions?

